



**Candidate Policy**

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## 1.0 Introduction

As part of our recruitment process, **gbpartnerships** group collects and processes personal data relating to candidates. The Candidate Privacy policy establishes proper information governance to ensure there are safeguards for the data the Company holds on its candidates and it is used appropriately.

**gbpartnerships** group is committed to protecting the privacy and security of all personal information. This policy is to ensure that **gbpartnerships** group are operating within the guidelines of the UK GDPR and UK Data Protection Act 2018 and adhering to procedures regarding 'personal data'.

This page summarises the nature of the information that is stored by **gbpartnerships** group, why and how it is used, your rights in regard to this data, as well as the protections in place to safeguard it.

We may amend this document from time to time to keep it up to date with legal requirements and the way in which we operate our business.

This notice does not form part of any contract of employment or other contract to provide services.

## 2.0 Personal Data

Personal Data" is defined by the Information Commissioner's Office (ICO) as any information relating to an identifiable person who can be directly or indirectly identified. This includes obvious identifiers (e.g. name, address) and less obvious ones (e.g. candidate ID, online identifiers, or combinations of information).

## 3.0 Personal Information We Collect, When and Why We Use It

### 3.1 During the recruitment process

We may collect:

- Information from your CV, covering letter and application form (e.g. name, address, contact details, employment history, skills, qualifications).
- Information you provide during interviews or assessments.
- Results from Predictive Index online assessments or other assessment tools we may use.
- Information publicly available from social media profiles for the purpose of validating any above information.
- Information from authorised recruitment agencies including ,: Name, employment history, qualifications and any information you have provided to the recruitment agency.

## **3.2 At contract offer**

If we make a conditional job offer, we will collect:

- Two references. Please note it is a condition of employment with us to confirm your previous employment history.
- We may ask for a personal reference – it is your responsibility to ensure that the referee has given permission for passing their personal contact information to us.
- Disclosure and Barring Service in respect of criminal convictions (if applicable to the job role).
- Proof of right to work in the UK.
- Additional information required to prepare your contract of employment or engagement.

## **4.0 How We Use Your Personal Data**

### **4.1 Recruitment and Selection**

We use your information to:

- Assess your suitability for employment.
- Communicate with you about the recruitment process.
- Carry out interviews, assessments and selection decisions.
- Complete pre-employment checks (e.g. identity, right to work, references, DBS where required).
- Prepare contractual documentation where an offer is accepted.
- Respond to any queries or feedback relating to the recruitment process.
- Keep you informed of other suitable roles only where you have opted in to be contacted in future.

The information will be kept and maintained on a secure server only accessible to appropriate HR personnel. If you are unsuccessful in an application, we will delete personal data immediately unless you have consented for us to hold your data for 6 months for other potential vacancies.

## **5.0 Legal Basis for Processing your Data**

gbpartnerships group will process your personal data to enable us to meet all legislative requirements during the recruitment process and for keeping records of the process. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Where we process any criminal record data, this is done in accordance with the Data Protection Act 2018 and only where lawful and necessary for the role.

## **6.0 Data Retention**

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. See section 4.1 above.

All data is securely destroyed at the end of the retention period.

## **7.0 Data Sharing**

Your information will be shared internally for the purposes of the recruitment exercise within the HR team, and to interviewers involved in the recruitment process.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers and (where required) regulatory bodies to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

## **8.0 Your Rights as a Data Subject**

You have a number of legal rights in relation to the personal data that we hold about you and you can exercise your rights by contacting us using the details at the end of this document.

Please note, there may be circumstance where this has to be delayed to enable us to comply with the necessary legislation e.g. end of year tax declaration.

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you
- the right to withdraw your consent to our processing of your personal data at any time.
- in some circumstances, the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit those data to a third party where this is technically feasible.
- the right to request that we correct your personal data if it is inaccurate or incomplete
- the right to request that we erase your personal data in certain circumstances.
- the right to request that we restrict our processing of your personal data in certain circumstances.

## 9.0 Contact

If you have any questions about this policy or wish to exercise your data rights, please contact:

gbpartnerships 9th Floor, Cobalt Square, 83-85 Hagley Road, Birmingham, B16 8QG

E: [www.gbpartnerships.co.uk](http://www.gbpartnerships.co.uk), [enquiries@gbpartnerships.co.uk](mailto:enquiries@gbpartnerships.co.uk)

T: 0121 456 5662 Data Protection,

Main point of contact: Richard Ford

### How to complain:

You can also complain to the ICO if you are unhappy with how we have used your data.

### The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

## 10.0 Document Control

Document Details	
Version	V2
Document Ref	P74
Policy Prepared by	Keelys
Approved by	Abdul Hamid
Date of Approval	March 2026
Operational From	March 2026
Review Date	March 2027